



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

How to Enroll in Virginia's Early Childhood Professional Development Registry



I M P A C T
Innovative Model for Professional Advancement & Career Tracking



STEPS



- » Getting Started
- » How to create an **IMPACT** Account profile
- » Completing the application
- » Uploading documents to the registry
- » Submitting the Application
- » Printing Certificates (**MY IMPACT**)
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Getting Started



Before you begin, gather your documents and scan them to your computer to create electronic copies. You will need the following:

- Highest Diploma earned
- College transcripts, showing all child-related coursework
- Certificates, licenses and/or child-related credentials earned
- Certificates for other child-related professional development trainings completed

(All documents must be in an electronic form such as DOC, DOCX, TXT, GIF, PNG, PDF, etc.)



Creating an **IMPACT** Account



To join **IMPACT**, you must create a new account. To do so, go to: www.vaimpactregistry.org

- Click the Early Childhood & School Age Care Practitioners green tab.

Welcome to **IMPACT**

Virginia's Early Childhood Professional Development Registry

Click here

*Early Childhood & School Age
Care Practitioners*



*Join today to IMPACT
your professional
status, educational
goals and career
advancement
opportunities.*

*Trainers & Relationship Based
PD Providers*



*Join today to make
an IMPACT on the
professionals who
work with children
and their families.*



Creating an IMPACT Account cont'd



Access IMPACT

Join a community of early childhood professionals

- ▶ The **IMPACT** Registry is a voluntary, statewide tool to document and recognize the professional achievements of practitioners and trainers who work in the early childhood education and school-age care profession within the Commonwealth of Virginia.
- ▶ The **IMPACT** Registry gathers and maintains data, submitted by individuals and reviewed by Registry staff, bringing recognition and professionalism to Virginia's early childhood workforce.
- ▶ The **IMPACT** Registry offers the option for members to apply for a Professional Development Certificate designating your Placement Level on the Career Pathways for Early Childhood and Out-of-School Time Practitioners. Each Level represents increased training and education, indicating a commitment to early childhood education & professional development, and creating a pathway to career growth.

Ready to make an **IMPACT**?

Let's Get Started

Existing Member Login

Click here

On the Access Impact page,
click the Let's Get Started
green tab.



Create an **IMPACT** Account cont'd



- *Enter your email address (this will be your user name).*
- *Enter your First and Last Name.*
- *Create a password*
- *Confirm your password*
- *Click the orange Register tab*

Password strength: Your password is case-sensitive and must have at least:
8 characters minimum
1 uppercase letter (A-Z)
1 lowercase letter (a-z)
1 digit (0-9)
1 non-letter or non-digit character

 **Access IMPACT**

Create an Account

If you are an existing user, click [here](#) to log in.

Email

First Name

Last Name

Password

Confirm password

Cancel

Register

ACCESS IMPACT



- You will need to confirm your email address before you can log into the system.



Access IMPACT

Confirm Your Email Address

Please check your email for the instructions on how to confirm your account.
Your account must be confirmed before you can log in.

- After email confirmation, you will be directed to log into the registry.



WELCOME TO IMPACT



- Once you log in, a welcome page will open up. At the bottom click the **orange Complete Your Profile tab**.

WELCOME TO IMPACT

Welcome to **IMPACT** Registry!

The **IMPACT** Registry is a voluntary, statewide tool to document and recognize the professional achievements of practitioners and trainers who work in the early childhood education and school-age care profession within the Commonwealth of Virginia.

The **IMPACT** Registry gathers and maintains data, submitted by individuals, and reviewed by Registry staff, bringing recognition and professionalism to Virginia's early childhood workforce.

The **IMPACT** Registry offers the option for members to apply for a Professional Development Certificate designating a Placement Level on the Career Pathways for Early Childhood and Out-of-School Time Practitioners. Each level represents recognition for the increased training and education completed on a pathway to career growth. For more information about the Career Pathways for Early Childhood and Out-of-School Time Practitioners, [click here](#); and the Trainer and TA Requirements for Registry Approved Professional Development Providers, [click here](#).

Complete Your Profile

Click here

Notifications

Please complete your profile.



IMPACT AGREEMENT



➤ Be sure you check the box on the Acknowledgement Page by using your mouse, and then **click the orange Agree tab.**

➤ You are now ready to complete the application profile.

I understand that the information in my file may be used for the following purposes:

- The compilation and publication of group data reports and recognition of a member's educational attainments.
- The release of aggregate data compiled to aid planning and education efforts to increase the quality and services of the early childhood development and school-age care community.
- The sharing of education, training and work-related history with my current employer, Subsidy staff and with regulatory staff in the Division of Licensing - Children's Programs at VDSS.

I understand that my name will not be released to advertisers.

I understand that I can request, in writing, to opt out of IMPACT at any time. Opting out will result in the termination of my individual membership and/or authorization.

I understand that when I opt out my membership in IMPACT will be terminated. My Registry-specific data will be archived in the data system in case I choose to reinstate my participation in IMPACT, but it will not be used for any purpose. I would then be considered a 'non-member'.

Please read and agree to the terms. You must check the box indicating that you agree before starting your profile.

☐ I have read and agree to the terms of the participation agreement.

Click here

Agree

IMPACT APPLICATION PROFILE



- Complete all required fields, so the information in the database is accurate.
- Be sure to choose a user type: **Practitioner** or **Trainer/Coach/TA Provider**

My Profile

[View User Agreement](#)

(*) indicates a required field.

Resources

User Type *

- Select -

First Name *

Middle Name

Last Name *

Previous Last Name

Home Address 1 *

Home Address 2

City *

State *

VA

Zip Code *

IMPACT APPLICATION PROFILE



Gender	<input type="radio"/> Male <input type="radio"/> Female
Are you of Hispanic or Latino origin?	<input type="radio"/> Yes <input type="radio"/> No
Which of the following best describes your racial group?	<div>- Select -</div>
Primary Language	<div>- Select -</div>
Secondary Language	<div>- Select -</div>
Highest Level of Education Completed *	<div>- Select -</div>
In the future, I plan to obtain:	<div>- Select -</div>
How did you learn about the Impact Registry?	<div>- Select -</div>
<div>Cancel Update</div>	

- Continue to fill out all fields of the application profile.
- Be sure to **click the orange Update tab** at the bottom of the page.
- Now you can proceed to complete the rest of your profile.



Click here



IMPACT APPLICATION PROFILE Cont'd



- Using the My **IMPACT** navigation box on the side, click and highlight each section to complete.

Be sure that you **click the orange Save tab** at the bottom of the page to update each section.

To include additional information, click Add Another Section tab.

[Main Menu](#)

My IMPACT

[My Profile](#)

Employment History

[Formal Education](#)

[Other College Coursework Completed](#)

[Professional Credentials](#)

[Other Training & Professional Development](#)

[Leadership & Professionalism](#)

Employment History

(*) indicates a required field.

[Resources](#)

Employer Name

Is this your current employer?

Select Item ▼

Employer Address 1

Employer Address 2

Employer City

Employer State

Select Item ▼

Click here

Save

If you wish to enter more than one Employment History record, click "Add Another Section".

[Add Another Section](#)

Add here

Uploading Supporting Files to **IMPACT**



- After completing the fields for the Formal Education tab in the My **IMPACT** profile box, you can **click on the Upload Supporting Files** tab to include any college/university transcripts, or CDA credential you attained.

- Add any other college/institutions attended by **clicking the Add Another Section** tab at the bottom of the page.

- On the following tabs in the My **IMPACT** box, you will need documents uploaded: **Other College Coursework, Professional Credentials, and Other Training & Professional Development.**

Employment History

Formal Education

Other College Coursework Completed

Professional Credentials

Other Training & Professional Development

Leadership & Professionalism

College/Institution Name

If other, please specify

Major

Minor, if applicable

Number of college credits completed

Date degree earned, if applicable

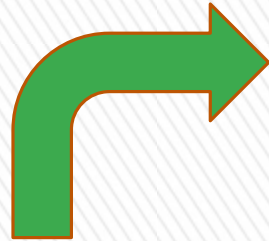
Type of degree earned, if applicable

Click here


If you wish to enter more than one Formal Education record, click "Add Another Section".

Add here

Uploading Supporting Files to **IMPACT** Cont'd



When this screen opens
Be sure to choose the
file from your pc, type
file description name
and click the orange
Upload File tab to add
the file to your profile
application.

 Main Menu

Upload Supporting Files


Upload File

Choose File

No file chosen

File Description


[Return to My IMPACT](#)

Click here 

Upload File

SUBMITTING APPLICATION TO IMPACT



- When all sections have been completed and saved, click the Main Menu blue tab  Main Menu. When the Welcome to IMPACT box opens up, be sure to click on the blue Career Pathways oval or the Trainer & RBPD oval to submit your application.

WELCOME TO IMPACT

My Profile

My IMPACT

My PD Plan

Career Pathways

My Resources

Trainer & RBPD

Click here to request a level on Career Pathways.

Click here to request a trainer type on Trainer & RBPD.

Notifications

Portfolio (PDF)

Click here

Please allow four to six weeks for the **IMPACT** Team to review all supporting documents, and you will be contacted via email with your Career Pathway Level designation.

IMPACT CERTIFICATES



- Once you receive your Career Level Designation, an email will be generated from the IMPACT Registry with a certificate attached. You may also log into your profile, and on the Welcome to IMPACT page a notification box will also have a copy of any Career Pathway certificates that have been awarded for you to download for your records.

WELCOME TO IMPACT

My Profile

My IMPACT

My PD Plan

Career Pathways

Click here to request a level
on Career Pathways.

My Resources

Trainer & RBPD

Click here to request a trainer
type on Trainer & RBPD.

Notifications

Career Pathways Certificate
Portfolio (PDF)

Click here

Virginia's Early Childhood Professional Development Registry



Making an IMPACT!

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VIRGINIA DEPARTMENT OF
SOCIAL SERVICES

Division of Child Care and Early Childhood Development

